



Department
of Health

Completing Eligibility

H&SCVF 2015 - 16

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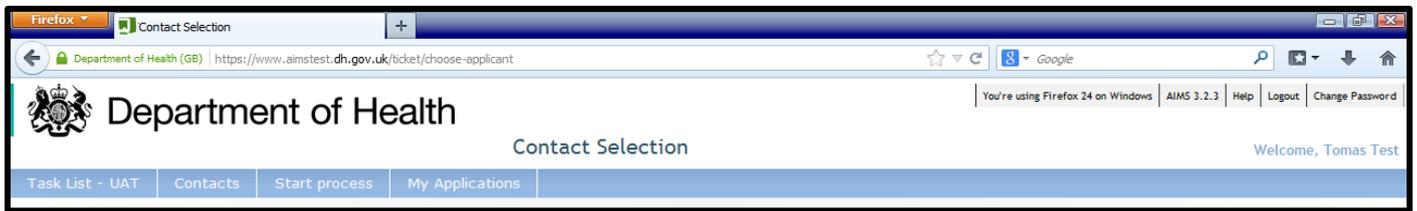
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Step 1



To start filling out the eligibility form please select 'start process'. NOTE please select this once for a single bid. If you are submitting a Partner bid you will need to select this twice, once for each application

Step 2

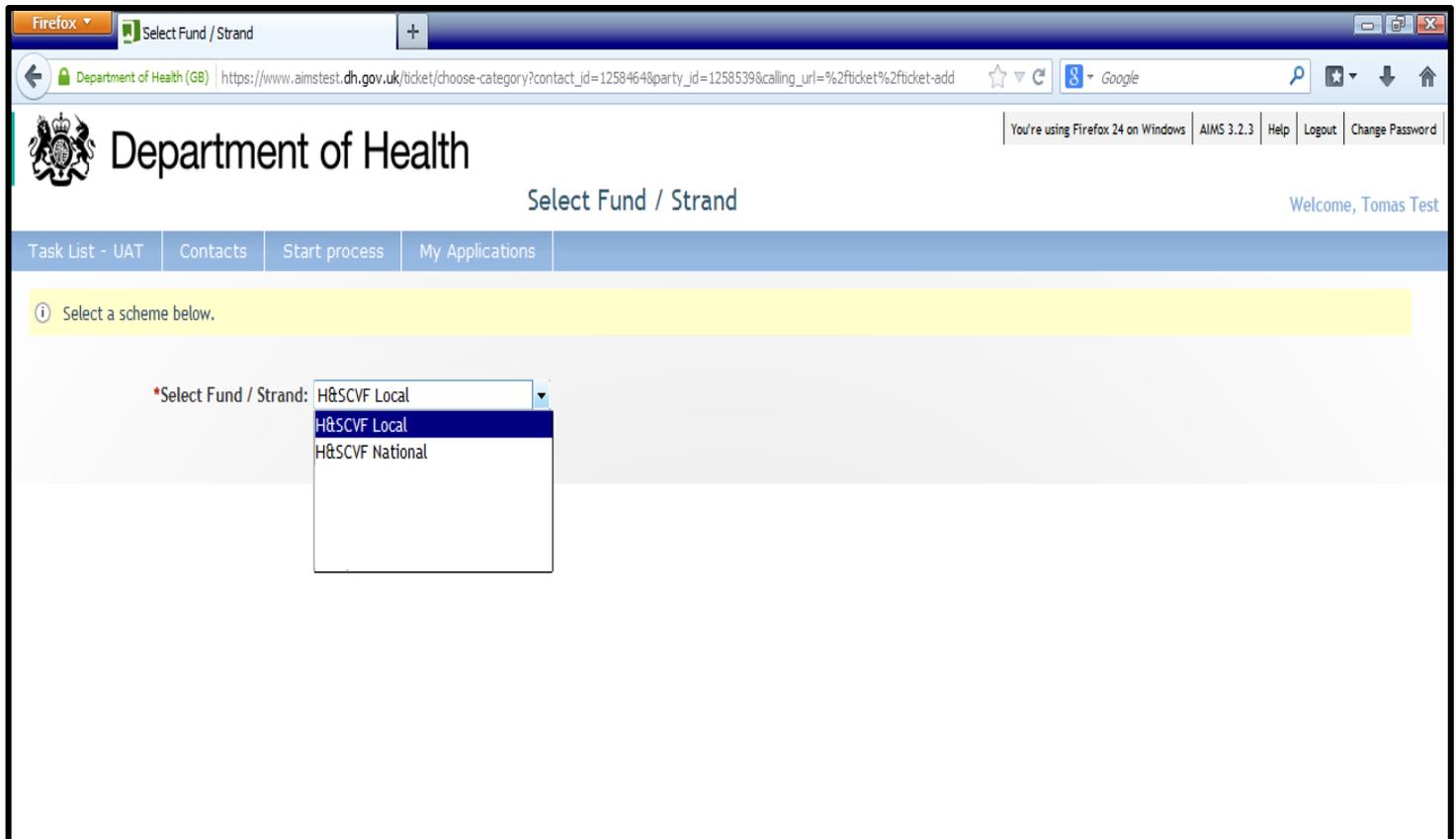
The screenshot shows a web browser window with the following elements:

- Browser: Firefox, URL: <https://www.aimstest.dh.gov.uk/ticket/choose-applicant>
- Page Title: Department of Health
- Page Subtitle: Contact Selection
- User: Welcome, Tomas Test
- Navigation: Task List - UAT, Contacts, Start process, My Applications
- Warning: To continue with your application, from the options below you must select 'Organisation'. Do not select 'Yourself' as the Third Sector Investment Programme is only open to organisations.
- Table of Contact Options:

ID	Contact Type	Party Name	Action
1258464	Yourself	Tomas Test	Select
1258539	Organisation	TW Test	Select

Note: Always select the 'Organisation' as this is who you are applying on behalf of.

Step 3



The screenshot shows a web browser window with the following elements:

- Browser: Firefox
- Page Title: Select Fund / Strand
- URL: https://www.aimstest.dh.gov.uk/ticket/choose-category?contact_id=1258464&party_id=1258539&calling_url=%2fticket%2fticket-add
- Department of Health logo and name.
- Navigation menu: Task List - UAT, Contacts, Start process, My Applications.
- Yellow banner: Select a scheme below.
- Form field: *Select Fund / Strand: H&SCVF Local (dropdown menu open showing H&SCVF Local and H&SCVF National).
- Page header: You're using Firefox 24 on Windows | AIMS 3.2.3 | Help | Logout | Change Password
- Page footer: Welcome, Tomas Test

NOTE: Please select the Scheme that you wish to apply under and then select 'Add' this will then take you through to the Eligibility form

Step 4

Department of Health

Smartform

Welcome, Tomas Test

Task List - UAT | Contacts | Start process | My Applications

[1. Section 1 \(Incomplete\)](#)

Click on any of the underlined headings above to go to that section. You must answer every question in that section before proceeding to the next section. Once you have completed all sections you can save the form as final. Please ensure that all data is correct before submission.

[View the whole form \(for printing\)](#)

Save form and mark as complete

Click on 'Section 1', this will take you into the Eligibility Form.

Step 5

The screenshot shows a web browser window with the following content:

- Browser:** Firefox, HSCVF Eligibility form
- Address Bar:** Department of Health (GB) | https://www.aimstest.dh.gov.uk/forms/one?survey%5fid=1255882&page%5fno=1&final%5furl=%252fticket%252foptions%252dwr
- Page Header:** Department of Health, H&SCVF Eligibility form, Welcome, Tomas Test
- Navigation:** Task List - UAT, Contacts, Start process, My Applications
- Form Elements:**
 - Change section (dropdown)
 - [Return to Index](#)
 - [Print Form](#)
- Section 1:**
 - 1.1 Project Details:**

Organisation name	TW Test
Funding Strand	H&SCVF Local
Application ID	1273681
 - 1.2 Terms and Conditions *:**

Please read the guidelines and agree the [terms and conditions](#) before continuing.

Do you agree to these Terms and Conditions? Yes No

By accepting the conditions, you are agreeing that any information you have provided may be published by the Department of Health.
 - 1.3 Organisation's Profile *:**

Please check the Organisation's Profile by clicking here [Review organisation's profiles](#); select your organisation and complete/update the organisation profile. Note, this will open in a new tab / window.

Are the Organisation's Profile details up to date? Yes No

Rather than accepting the terms & conditions elsewhere in the system you will be asked to do so direct from this form (a new window will open). The same applies to 'Review organisation's profile'.

Step 6

Firefox HSCVP Eligibility form
Department of Health (GB) | https://www.aimstest.dh.gov.uk/forms/one?survey%5fid=1255882&page%5fno=1&final%5furl=%252fticket%252foptions%252dwr

No

1.13 Does your project directly support fundraising? *

Yes
 No

1.14 Is your proposal a 'research' project?

Yes
 No

1.15 Do you have an established volunteer base in the Health and / or Care sectors? *

Yes
 No

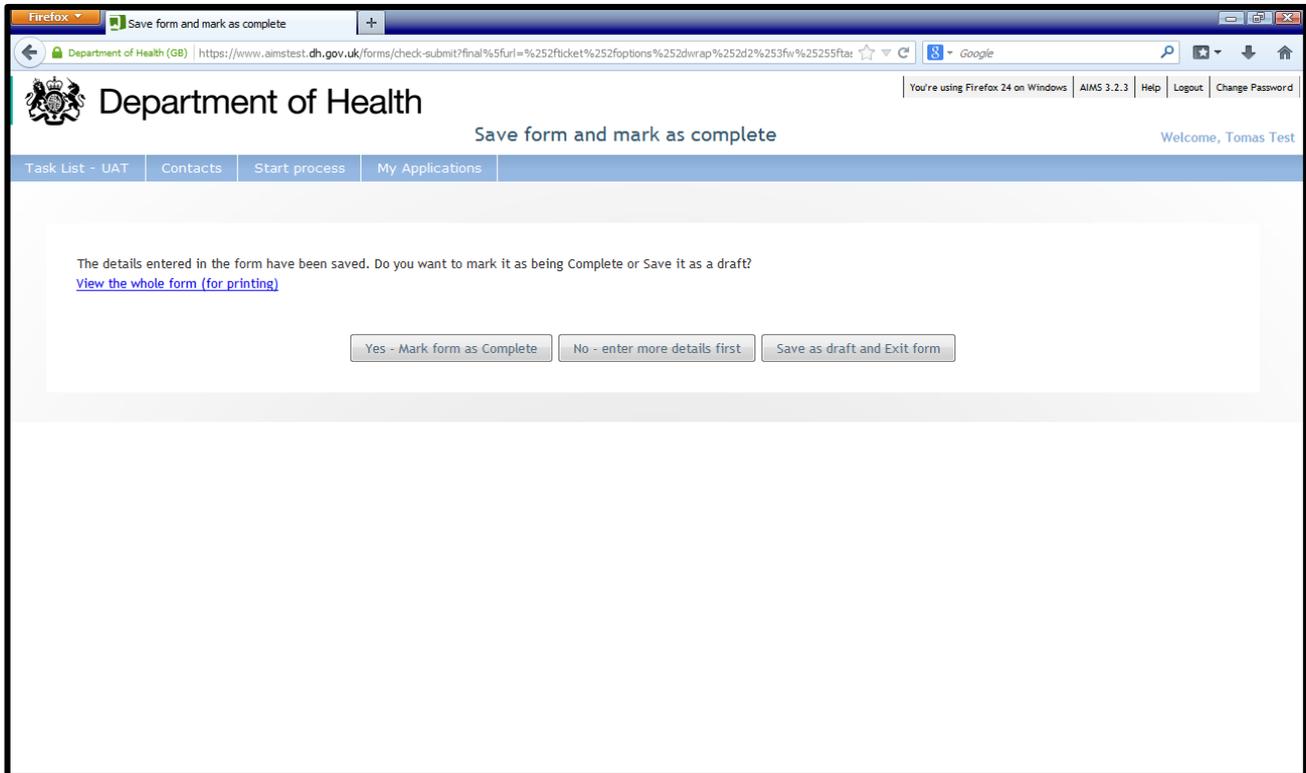
1.16 Question is not relevant - please go to next question

1.17 Question is not relevant - please go to next question

Save Draft Save Draft & Continue with the form Save Draft & Return to Current Task

Once completed (see Info pack on Eligibility criteria) you need to click 'Save Draft & Continue with the form'. If you had completed the form but had answered in a way which made you Ineligible a message would appear (in Q1.17) informing you of this and you will receive an email to the same effect.

Step 7



The screenshot shows a Firefox browser window with the Department of Health website. The page title is 'Save form and mark as complete'. The browser address bar shows the URL: <https://www.aimstest.dh.gov.uk/forms/check-submit?final%5furl=%252ficket%252foptions%252dwrap%252d2%253fw%25255ftax>. The page content includes a navigation menu with 'Task List - UAT', 'Contacts', 'Start process', and 'My Applications'. A message box states: 'The details entered in the form have been saved. Do you want to mark it as being Complete or Save it as a draft?' with a link to 'View the whole form (for printing)'. Below the message are three buttons: 'Yes - Mark form as Complete', 'No - enter more details first', and 'Save as draft and Exit form'.

Click 'Yes – Save as Final'.

Step 8

The screenshot shows the 'Task List - UAT' interface. At the top, there is a navigation bar with the Department of Health logo and the text 'Task List - UAT'. Below this, a message states 'Your form has been submitted successfully'. A summary box indicates 'You have a total of 10 tasks in your Task List. 10 tasks are assigned to you and 9 are started.' Below the summary is a 'Task Filter' section with dropdown menus for Applicant, Scheme, Funding Theme, and Task, along with a 'Filter' button. The main content is a 'Task List' table with the following data:

Appl. ID	Applicant	Scheme	Project Title	Funding Theme	Task deadline	Task
1273681	TW Test	H&SCVF Local	xxxxxxxxxxxxxxxx	Commissioning (Theme 2)		Create H&SCVF Local Application

If you are Eligible you will be directed back to your 'Task List' and the task of 'Create XXXX Application' will appear. You will not receive this task or be allowed to submit the Eligibility form if you are Ineligible.